

About Us

Last Updated Tuesday, 25 April 2006

City AttorneyThe Office of the City Attorney advises and represents the Boulder City Council, Boards and Commissions, and City departments in all legal matters. The office also drafts ordinances for City Council's approval and prosecutes violations of the Boulder Municipal Code.

We work to deliver the highest quality municipal legal service. We achieve this by providing responsive, creative, and timely advice. We back our advice with zealous, cost-effective litigation services when necessary.

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City ClerkSupport Services/City Clerk's Office is a division within the City Manager's Office which provides the day-to-day administration of the City Manager's Office, the City Council Office, Central Records, Licensing, Elections and the City Clerk's Office.

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City CouncilThe city of Boulder has a Council-Manager form of government. Under this form of government, the elected City Council sets the policies for the operation of the Boulder government. The administrative responsibility of the city rests with the City Manager who is appointed by the City Council. The City Council consists of nine members, a Mayor, a Deputy Mayor and seven Council members.

The city of Boulder conducts its general elections on the first Tuesday after the first Monday in November of odd numbered years. All city elections are administered by the Boulder City Clerk.

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City Manager

The mission of the City Manager's Office includes the provision of professional leadership in the administration and execution of policies and objectives formulated by City Council, the development and recommendation of alternative solutions to community problems for Council consideration, the planning and development of new programs to meet future needs of the city, preparation of the annual budget and to foster community pride in city government through excellent customer service.

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Internal Audit

The Internal Auditor's office supports the City Manager, City Council, and all levels of management, by evaluating effectiveness of internal controls and processes. The office provides guidance and assistance to management in implementing an effective self-audit program.

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Policy Advisor's Office

The Policy Advisor's office supports the City Manager, City Council, and all city departments, on matters of intergovernmental concern. The Policy Advisor coordinates the development and implementation of the city's state and federal legislative agenda including all related lobbying efforts. The Policy Advisor also coordinates matters of overlapping interest between the city and other local governments, special districts, and regional organizations. In this capacity, the Policy Advisor is often charged with managing special projects for the city that have interdepartmental concern.

Carl Castillo, Policy Advisor
Email: castilloc@bouldercolorado.gov
Phone: (303) 441-3009

Downtown & University Hill Management

Downtown and University Hill Management Division and Parking Services (DUHMDPS) incorporates many functions in the Downtown and University Hill areas and provides management for the CAGID and UHGID districts.

Central Area General Improvement District (CAGID) manages controls and supervises the business affairs of the district and is responsible for parking operations and related services for the 35 block area near the Pearl Street pedestrian mall.

University Hill General Improvement District (UHGID) is located just slightly off the University of Colorado campus. University Hill is a business district featuring an eclectic mix of restaurants, shops and entertainment venues and businesses and parking resources.

Downtown and University Hill Management Division (DUHMD) is also home to parking enforcement, Neighborhood Permit Parking (NPP) program and citywide permitting services.

DUHMD/PS plays a significant role in the area's marketing and economic vitality and works closely with the Hill Alliance, DBI, the BID and the Boulder Chamber.

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Economic VitalityThe city of Boulder established its Economic Vitality Program in 2003 to promote a healthy economy, which is a part of the outstanding quality of life enjoyed by its residents. Boulder is following a sustainable path to economic development, adopting strategies to improve the business climate for both retail and primary businesses, while enhancing community character and preserving environmental quality. Economic Vitality responsibilities include general business development (retention, expansion, and attraction), along with redevelopment, and efforts focused on the downtown and University Hill commercial areas.

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Environmental Affairs

The Office of Environmental Affairs (OEA) is a division of the City Manager's Office. Our mission mirrors the Council Environmental Goal, which guides the community and the city organization in protecting the quality of our environment by reducing pollution, curbing resource consumption and promoting sustainable practices.

OEA's scope of work is focused in the following areas:

- Reuse and Recycling, Waste Reduction - organics collection and composting, commercial recycling, construction and demolition debris reuse and recycling, consumer electronics recycling, city office and parks recycling, environmental purchasing policy.
- Greenhouse Gas Emissions Management and Energy Programs – policies and programs including energy efficiency and conservation, and renewable energy to achieve the Kyoto Protocol goal.
- Green Building – residential Green Points program, commercial development code revisions.
- Integrated Pest Management – West Nile Virus mosquito control, pesticide reduction and weed management efforts.
- Partners for A Clean Environment (PACE) – business assistance with environmental compliance and technical issues to

reduce waste and pollution.

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FinanceThe mission of the Finance Department is to provide responsive, professional and ethical administrative and fiscal services to meet the needs of other city departments and the community.

Specific services provided by the Finance Department include: accounting/auditing; accounts payable; accounts receivable; cash management; central mail operations; debt issuance/management; financial planning/budgeting; financial reporting; investment portfolio management; payroll; purchasing; revenue collection; and tax enforcement.

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Fire - Rescue

The Boulder Fire Department makes Boulder a safe place to work, live, and play.

Five divisions integrate Fire Department services: Emergency Services, Fire Safety, Wildland, Training, and Administration. These divisions help provide a full range of services to the city of Boulder.

The Emergency Services Division provides emergency response to fires, medical emergencies, hazardous material releases, rescues, and natural or technological disasters within the city of Boulder.

The Division of Fire Safety inspects new and existing buildings for Fire Code compliance. The Division provides fire safety education in schools, homes, and businesses. In addition, the Division investigates the cause of fires and works with law enforcement officials to reduce arson in the community.

The Wildland Division maintains a comprehensive program to address the threat of wildfire in our community. The Fire Department and Open Space and Mountain Parks fund wildfire programs.

The Training Division provides education to firefighters in fire suppression techniques, emergency medicine, hazardous materials, and driver training.

The Administrative Division coordinates support functions for the department. This support includes payroll, personnel records, information technology, data gathering and analysis, and budget. This division also coordinates with other city departments on a wide variety of issues and programs.

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Housing and Human ServicesThe department of Housing and Human Services is dedicated to creating a healthy community by providing and supporting diverse housing and human services to Boulder residents in need.

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The Department has four divisions to serve the Boulder community:

Children, Youth and Families Division Helping children and families be healthy, self-reliant and successful. Programs and services include:

- Child Care Referrals

- Child Care Provider Training
- School-Based Services Family Services
- Family Resource Schools (grades K-5)
- Prevention and Intervention Program (grades 6-12)
- Community Mediation Services
- Youth and Family Mediation Services
- Funding for Youth Programs [[Department Homepage](#)]

Community Services Division Building a healthy community and protecting civil rights. Programs and services include:

- Human Relations Commission
- Social Policy Development
- Civil Rights Protection
- Funding for Community Human Services
- Funding for Cultural Celebrations
- Housing and Human Services Master Plan[[Department Homepage](#)]

Housing Division Preserving and increasing affordable housing opportunities. Programs and services include:

- Homeownership Programs
- Housing and Community Development
- Planning and Policy
- Asset Management[[Department Homepage](#)]

Senior Services Division Keeping seniors healthy, active and involved. Programs and services include:

- Community Resources and Referrals
- Trips and Classes
- Sports and Wellness
- Special Events
- Nutrition Services
- Facility Management and Rentals

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Human ResourcesThe Human Resources Department (HR) serves as a business partner to the City Manager in helping meet city and Council objectives as it relates to culture, employees and productivity. HR provides support to all departments in the areas of Recruitment and Selection, Benefits, Compensation, Employee Relations, Labor Relations, Organization and Employee Development and Workers' Compensation.

- Recruitment and Selection provides assistance to managers regarding the employment process and "on boarding" of new hires and ensures compliance with current laws and regulations.
- Benefits includes the administration of the city's benefit programs: insurance (medical, dental, vision, life and disability), retirement, deferred compensation, paid time off and leaves of absence.
- Compensation develops and administers the city's compensation programs and policies; and conducts market and job studies to provide favorable salary relationships with labor markets while maintaining internal equity.
- Employee Relations works with managers to ensure respectful relationships exist within work groups and provides coaching and training to managers on resolving conflicts and dealing with sensitive issues.
- Labor Relations involves negotiating collective bargaining agreements and advising supervisors and managers on contract interpretation and application.
- Organization Development is responsible for training, including coaching, culture change and conflict resolution. Employee Development includes the Performance Management System, Leadership, succession planning for both management and technical pools, and development planning for all employees.
- Workers' Compensation addresses employee and organizational risk, liability and safety, loss prevention through field/office safety audits and ergonomic evaluations and the development of programs and policies geared toward wellness. [Department Homepage]

Information TechnologyThe city's Information Technology (IT) Department works in partnership with other city departments to plan and implement information technology strategies and value-added solutions. The IT Department has the dual role of supporting city departments in delivering services to city residents and other clients, and of looking beyond the needs of today to ensure that the technology infrastructure is in place to support future applications and tools when needed. Key to this is management of the city's technical environment, including technical standards and policies, the IT infrastructure, and corporate data and information.

IT Department Mission: We leverage technology to improve city services.

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Municipal CourtLocated in the Boulder County Justice Center, the Boulder Municipal Court adjudicates cases involving city of Boulder municipal ordinance violations. While the greatest volume of cases heard by the Municipal Court is traffic violations, the court also hears animal and general (quality of life) violations. In addition to the regular court cases, the Municipal Court also processes parking and photo enforcement violations.

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Office of Emergency ManagementThe Office of Emergency Management (OEM) coordinates the activities of volunteer,

public and private agencies in emergency planning, mobilizing and directing emergency preparedness personnel in response to and recovery from disasters or emergencies. The OEM develops plans, programs and training for response to emergencies in the city and Boulder County. The OEM obtains assistance and resources from federal, state, local, public and private agencies.

The Boulder Office of Emergency Management is jointly funded by the city of Boulder and the Boulder County Sheriff's Office. Additional funding support also comes from the Federal Emergency Management Agency through the Colorado Department of Emergency Management.

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Open Space & Mountain ParksThe city of Boulder Open Space and Mountain Parks (OSMP) department preserves and protects the natural environment and land resources which characterize Boulder. We foster appreciation and use that sustain the natural values of the land for current future generations.

Boulder residents have recognized the value of preserving open space lands since the 1898 purchase of Chautauqua Park. In 1967, Boulder became the first city in the country to pass a sales tax for the acquisition and management of open space lands. Over 43,000 acres have been preserved which include wildlife habitats, unique geologic features and greenways. OSMP provides maintenance of 130 miles of trails which are open to a variety of passive recreation uses for visitors, including hikers, bicyclists, equestrians and dog walkers.

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Parks & RecreationThe city of Boulder Parks and Recreation Department offers recreation opportunities for people of all ages and abilities. Programs include youth activities, art, athletics, dance, fitness, golf, gymnastics, pottery, swimming, tennis, weight training and yoga. Programs for people with physical and developmental disabilities are also offered. The department operates three recreation centers, three athletic complexes, two outdoor pools, an outdoor skate park, a golf course, over 60 urban parks and the Boulder Reservoir.

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PoliceThe Boulder Police Department is a state-accredited, full-service police agency that stresses professionalism, integrity and community involvement. Officers and civilians at the department strive to work cooperatively with the community to improve quality of life, maintain order and to reduce crime through education and prevention.

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Public WorksThe Public Works Department sustains and improves our quality of life in Boulder and provides many basic services. The department gives us clean, safe water; fosters the beauty of our environment by maintaining our city's infrastructure; completes a variety of paving, sewer and construction projects each year; and keeps our streets safe for passage. The department oversees Transportation, Utilities, Facilities and Asset Management (FAM), and Fleet Services. These divisions are responsible for the design, maintenance and operation of our multi-modal transportation system, municipal airport, three water utilities, city-owned facilities, and fleet and equipment management. The department also serves as first responders in emergency situations where Public Works services are required.

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Planning & Development Services Planning and Development Services (P&DS) is a service-oriented workgroup with a wide range of responsibilities. The P&DS Services Center, located at 1739 Broadway on the third floor, provides customers with building and construction permits and applications, GIS mapping services, engineering and land use review, inspection and licensing services, environmental and zoning enforcement, long range planning, and historic

preservation.

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